

~~SECRET~~  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140175-9

PREPARE IN DUPLICATE

DD5/OTR/ISS - 418

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE OF REPORT

STATISTICAL  
NARRATIVE  
XX MACHINE-NAME LISTING

Error Dictionary Transactions - Agency Training Record

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING  
LOGISTICS ☐ SECURITY  
MEDICAL ☐ FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

1

Quarterly

1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

XX YES  
NO

IF YES GIVE ADP PROCESSING NO.  
600B

HR

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Prepared OCS  
Input from OTR/ISS/AIR

None

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		1		6.50		4		26.00
8	4.90		1		4.90		4		19.60
3	2.70		8		21.60		4		86.40
									\$132.00

### B. COSTS OF COMPUTER PRODUCED REPORTS

Dec 69	2	5¢ per page =		.10
March 70	1	5 ¢ per page=		.05
June 70	2	5¢ per page=		.10
				= .25

TOTAL COSTS PER YEAR

\$132.25

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Reports input errors for OTR to correct. Vital to keep an up to date course and facility dictionary.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

XX RETAIN AS IS ☐ OTHER (explain)  
CHANGE  
DISCONTINUE

MAN-HOURS  
0  
DOLLARS  
0  
STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

9

OCT 1970

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Records Management Officer, OTR